

**County of Ventura Health Care Agency  
Community Health Center Co-Applicant Board**

**Activity and Reporting Schedule**

<b>Description</b>	<b>Frequency</b>	<b>Months</b>	<b>Staff</b>
Budget Review & Approval	Annually	March	Elizabeth Galway
Annual Activity Report	Annually	October	Susan White Wood
Nomination Committee Forms	Annually	April	3-5 Board Members appointed by Chair
Nomination Committee Nominates Officers	Annually	May	Secretary, Vice-Chair and Chair
Election of Officers	Annually	June	CHC Executive Committee
Annual Performance Evaluation of Executive Director	Annually	TBD	CHC Executive Committee
Financial Summary Reports	Quarterly	March, June, September, December	Elizabeth Galway
UDS Quality Metrics	Quarterly	March, June, September, December	Lucy Marrero
Grants Report	Monthly	All	Susan White Wood
Provider Credentialing & Privileging	Monthly	All	Dr. Michelle Laba
Membership Applications	As Needed	All	Susan White Wood
Community Needs Assessment	Every 2 Years w/Annual update	All	Coordinate with Public Health
Strategic Planning	Every 3 Years	All	Based on Community Needs Assessment